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MEMORANDUM FOR: Chief, Plans and Policy Staff

25 September 1957

SUBJECT : Intelligence School Weekly Report #39  
19 September through 25 September 1957

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I. SIGNIFICANT ITEMS: NoneII. OTHER ACTIVITIES:A. Special Orientation

(1) The Departmental Briefing was conducted on 24 September for 27 persons from Army (Office of the Chief of Special Warfare), Navy, Air Force, State, NSA, and USIA. The DD/S opened the Briefing with a word of welcome. 25X1

(2) On 23 September the CIA Introduction was conducted for persons. Also in attendance were [redacted] and [redacted] of the Intelligence Orientation Faculty. 25X1

(3) The rug ordered last year for the auditorium in Central Building arrived. Thanks to the efforts of the local Building Supply Officer and [redacted] who was nominally on leave, the installation was completed in time for Monday's programs. 25X1

B. Intelligence Orientation

(1) Exhibitors who participated in the first Intelligence Support Exhibit will meet with [redacted] on Thursday afternoon, 26 September, to discuss any ideas they may have for improving future exhibits. The next exhibit will be held on the afternoon of Wednesday, 9 October. 25X1

(2) As of 24 September, [redacted] students are enrolled for the Introduction to Intelligence phase of Intelligence Orientation #14 which begins 30 September. The schedule is completed and the speakers have been confirmed. 25X1

(3) [redacted] conducted a two-hour seminar on the subject of "Traditional Government in South Asia" for IAS on Wednesday, 18 September. 25X1

C. Management Training

(1) Basic Management #37 began on Monday, 23 September, with [redacted] students attending. On Monday afternoon the group heard the remarks of Mr. Lyman Kirkpatrick concerning Agency management problems as seen by top management. 25X1

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(2) On 18 September [ ] conducted a follow-up meeting for two of the senior Basic Supervision courses conducted last spring. The guest speaker was [ ] Chief, Personnel Assignment Division, OP. He reviewed some of the planning steps involved in preparing for the competitive promotion system in the Agency, and indicated some of the factors involved in putting that system into effect.

(3) The furniture for the new quarters of Management Training has been ordered and will probably be delivered within the next week.

25X1

D. Intelligence Production

25X1

25X1

(2) [ ] JOT's are enrolled for Intelligence Techniques #8 which begins Monday, 30 September.

25X1

(3) Reading Techniques #38, which started Monday, 23 September, was not announced in the August OPR Bulletin. This error was corrected by informing Training Officers by telephone about the course and by an announcement in the September Bulletin; the September Bulletin, however, was not distributed until 17 September, one day after the registration deadline. As a result, [ ] students who registered late started the course on 23 September. There are [ ] from OPR, [ ] from General Counsel, and [ ] from WH and the Office of the Comptroller. [ ] is teaching this class.

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(4) [ ] FBID editors who had requested that a special afternoon session of Reading Techniques be conducted for them beginning 23 September cancelled their training requests because of conflicting vacation schedules.

25X1

(5) The A & E Staff finished drafting the items for two revised informational reading tests last week. [ ] and [ ] reviewed and organized the tests, which were given to Reading Techniques #38 on 23 September. With continued assistance from A & E, [ ] will begin work on two more tests this week.

25X1

(6) The carpenters finished arranging the new quarters for the Reading Lab last week. Only a few details, such as electrical outlets and nails for clocks, remain to be completed.

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**E. Operations Support**

(1) [ ] visited [ ] Chief of the [ ] EE Division, to discuss the possibility of obtaining cases for use in Operations Support. It is planned to replace the [ ] Case now in use by January 1958. Mr. [ ] was most cooperative and agreed to present the matter at the Division staff meeting on 26 September. After this meeting he will call [ ] to suggest definite cases which might be used.

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25X1

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(2) The Director of Logistics has concurred in the Supply Handbook for Field Case Officers. This Handbook is now ready for publication.

25X1

(3) [ ] conferred with WE Logistics Officers, Mr. [ ] to determine if there were any problem areas in which Training could be of assistance. [ ] requested that the correct methods of disposal be stressed to students going overseas in an administrative capacity. He also suggested that any student who is going overseas and will be later handling logistics matters be urged to spend at least a few hours in the related Area Logistics Office prior to his departure. These recommendations were noted and will be incorporated in the Logistics lectures in Operations Support and Administrative Procedures.

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(4) As a result of a meeting between [ ] SS-A/DD/S (Logistics), and [ ] it was agreed that [ ] will be invited to all future Area Logistics Officers meetings. Mr. [ ] attendance at such meetings will help to keep him current on all logistical matters, and he may be able to offer assistance in his capacity as instructor in the field of Logistics in OTR.

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25X1

(6) [ ] of the PP Staff attended the vouchered travel and foreign travel lectures in Administrative Procedures. He had been told by some secretaries and clerks who had taken this training that certain things they were expected to know had not been covered in their training. He said that he now knew first hand that these items were covered.

25X1

(7) [ ] with the assistance of [ ] of Graphics Section, Office of Logistics, has developed new pictorial charts to use in the instruction on Field Property Records. These charts depict the methods of obtaining material, maintenance of records, and authorized means of disposal of material.

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(8) [ ] of VAS/IR met with the Operations Support Faculty to discuss new visual aids. Rough drafts of four organization charts have been submitted by [ ]. They are excellent because they use illustrations as an aid to the students in remembering the organization. We hope to have those charts for use in the next Operations Support which begins 30 September.

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25X1

#### F. Clerical Training

(1) During the week of 16 September there were [ ] people in Clerical Induction Training. [ ] of these people were entering class for the first time. During the same period, there were [ ] people in Clerical Orientation.

25X1

25X1

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 16 September were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] tested in typewriting, [ ] qualified.

25X1

25X1

(3) Transcription Gems: The following excerpts from transcripts in Clerical Induction Training suggest what the instructors are working with every day:

25X1

"Hear is what repels me to write to you."

"I am making servay to obtain for him a number of men and women who test I have refused a grand statement as to the impression made by the last catalog."

"who's test."

25X1

#### III. PERSONNEL NOTES:

A. [ ] has been notified by the Personnel Office, Office of Logistics, that the Logistics Office Career Service Board has approved his request for another tour in his present assignment.

25X1

25X1

B. [ ] was injured in an automobile accident Saturday, 21 September. Facial cuts and severe bruises will prevent her from working for some time.

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C. [ ] will attend the Introduction to Intelligence phase of Intelligence Orientation beginning 30 September. [ ] will fill in during [ ] absence.

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D. [ ] returned from annual leave on 23 September.

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E. [ ] returned from compensatory leave on 23 September.

F. [ ] assigned to Clerical Training as a  
summer employee, left 6 September to return to college.

25X1

[ ]  
Chief, Intelligence School

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